

WESTINGHOUSE SAVANNAH RIVER COMPANY**PROPOSAL INSTRUCTIONS****A. SUBMISSION OF PROPOSALS**

Proposals must be submitted typed or legibly handwritten in ink and sealed in an envelope. Place pricing information in a sealed envelope separate from the technical information. Oral, and/or facsimile proposals are not acceptable. Proposals may be either mailed or hand carried to the Bid Control Office (BCO) Westinghouse Savannah River Company, Procurement and Materials Management Department, 730-4B, Aiken, SC 29808.

B. LATE PROPOSALS, MODIFICATIONS AND WITHDRAWAL OF PROPOSALS**1. Late Proposals and Modifications:**

- (a) Any proposal received at the Bid Control Office after the exact time specified for receipt will not be considered unless it is received before award is made and it:
 - (1) was sent by registered or certified mail not later than the fifth calendar day prior to the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
 - (2) was sent by mail and it is determined by WSRC that the late receipt was due solely to mishandling after receipt at WSRC;
 - (3) was sent by U. S. Postal Service Express Mail Next Day Service-Post Office to WSRC not later than 5:00 P.M. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and Federal holidays; or
 - (4) is the only proposal received, and it is in the best interest of WSRC and the Government to consider it.
- (b) Any modification of a proposal except a modification resulting from WSRC's request for "best and final" offer is subject to the same conditions as in subparagraphs (1) through (4) above.
- (c) A modification resulting from WSRC's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling after receipt at WSRC.
- (d) The only acceptable evidence to establish the date of mailing of a late proposal or modification sent either by registered or certified mail is the U. S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U. S. or Canadian Postal Service. Both postmarks must show a legible date, or the proposal or modification shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U. S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerks to place a hand cancellation bull's eye "postmark" on both the receipt and the envelope or wrapper.
- (e) The only acceptable evidence to establish the date of mailing of a late proposal sent by U. S. Postal Service Express Mail Next Day Service-Post Office to WSRC is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on the envelope or wrapper and on the

original receipt from the U. S. Postal Service. "Postmark" has the same meaning as defined in paragraph (d) of this subsection, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerks to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

- (f) The only acceptable evidence to establish the time of receipt at the Bid Control Office is the time/date stamp of the Bid Control Office on the proposal wrapper or other documentary evidence of receipt maintained by WSRC.
- (g) Notwithstanding paragraph 1.(a) above, a late modification of an otherwise successful proposal which makes its terms more favorable to WSRC will be considered at any time it is received and may be accepted.

2. **Withdrawal of Proposals:**

Proposals may be withdrawn by written notice received at any time before award. Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

C. OTHER CONSIDERATIONS:

- 1. When a proposal or modification thereto, is received late and it is clear from available information that it cannot be considered, the Buyer shall promptly notify the offeror.
- 2. Late proposals or modifications thereto, that are not considered for award shall be retained with other unsuccessful proposals. However, any bid bond or guarantee shall be returned.
- 3. If an unsuccessful offeror requests return of a proposal, such return shall not be made until after award.
- 4. Proposals received after award should be returned to the offeror unopened with an explanation that award has been made.

D. ADDRESS

Proposals are to be addressed as follows using the pre-addressed mailing label included with this solicitation:

_____	Bid Control Office
Supplier's Name	Westinghouse Savannah River Company
_____	Procurement and Materials Management Dept.
Solicitation No.	730-4B
_____	Aiken, South Carolina 29808
Date Due	
2:00 P. M.	
Time Due	

DO NOT mark to the attention of the Buyer on the envelope.

E. NO-PROPOSAL RESPONSES

Submit your NO-PROPOSAL response addressed as above, adding the words "NO-PROPOSAL" under the Date Due.